



# JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: [jeffersoncountywi.gov](http://jeffersoncountywi.gov)

**"Jefferson County: Responsible government  
advancing quality of life"**

**BEN WEHMEIER**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary

## MEMORANDUM

**TO:** Editors

**FROM:** Ben Wehmeier, County Administrator

**DATE:** May 2, 2018

**SUBJECT:** JEFFERSON COUNTY Meetings – Week of May 7, 2018

<b>Monday May 7, 2018</b>	No Scheduled County Meetings		
<b>Tuesday May 8, 2018</b>	Human Services Board	8:30 a.m.	Workforce Development 874 Collins Rd, Rm 103, Jefferson
	County Board	7:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 205, Jefferson
<b>Wednesday May 9, 2018</b>	No Scheduled County Meetings		
<b>Thursday May 10, 2018</b>	Finance Committee	8:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 112, Jefferson
	Board of Adjustment – Site Inspections	11:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 203, Jefferson
	Board of Adjustment – Public Hearing	1:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 205, Jefferson
<b>Friday May 11, 2018</b>	Planning and Zoning Committee – Site Inspections	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 203, Jefferson
<b>Saturday May 12, 2018</b>	No Scheduled County Meetings		
<b>Sunday May 13, 2018</b>	No Scheduled County Meetings		

**Human Services Board Agenda - Jefferson County**  
**Jefferson County Workforce Development Center, 874 Collins Road, Room 103**  
**Jefferson, WI 53549**

**Date: Tuesday, May 8, 2018 Time: 8:30 a.m.**

**Committee Members:**

**Mode, Jim (Chair)**  
**Jones, Dick (Vice Chair)**  
**Kutz, Russell**  
**Tietz, Augie**

**McKenzie, John (Secretary)**  
**Crouse, Cynthia**  
**Schultz, Jim**

- 1. Call to Order**
- 2. Roll Call (Establish a Quorum)**
- 3. Certification of Compliance with the Open Meetings Law**
- 4. Election of Chair, Vice Chair and Secretary**
- 5. Approval of the May 8, 2018 Agenda**
- 6. Public Comment**  
(Members of the public who wish to address the Board on specific agenda items must register their request at this time.)
- 7. Approval of April 10, 2018 Board Minutes**
- 8. Communications**
- 9. Overview of open meetings law**
- 10. Review of the March, 2018 Financial Statement**
- 11. Discuss and Approve April, 2018 Vouchers**
- 12. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging & Disability Resource Center**
- 13. Discussion and Possible Action on Capital Improvements of the Maintenance Shed**
- 14. Discussion and Possible Action on Capital Improvement of the Parking Lot**
- 15. Director's Report**
- 16. Adjourn**

**Next Scheduled Meetings:**

Tuesday, June 12, 2018 at 4:00 p.m.

Tuesday, July 10, 2018 at 8:30 a.m.

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

## **AGENDA**

### **JEFFERSON COUNTY BOARD MEETING**

**TUESDAY      MAY 8, 2018      7:00 p.m.**

**Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549**

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
5. **APPROVAL OF THE AGENDA**
6. **SPECIAL ORDER OF BUSINESS**
  - a. Resolution – Recognizing the Jefferson County Sheriff's Office and the Jefferson County Police Departments of Jefferson, Fort Atkinson, Whitewater, UW-Whitewater, Palmyra, Lake Mills, Waterloo, Johnson Creek and Watertown for placing drug drop-off boxes in their lobbies for easy drug disposal and access for their residents
7. **COMMUNICATIONS**
  - a. Treasurer's Monthly Report (Addendum)
  - b. Committee Appointments by County Board Chair and 1<sup>st</sup> Vice Chair
  - c. Retirement Recognitions
  - d. Resolutions - Recognition of Outgoing Supervisors – Ron Buchanan and Gary Kutz
  - e. Proclamation – Fair Housing Week
  - f. Zoning Committee – Notice of Public Hearing, May 17, 2018
8. **PUBLIC COMMENT**
9. **ANNUAL REPORTS**
  - a. Corporation Counsel – J. Blair Ward
  - b. County Administrator – Ben Wehmeier
  - c. Economic Development Consortium – Victoria Pratt
  - d. Human Resources – Terri Palm-Kostroski
  - e. Medical Examiner – Nichol Tesch

**COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
10. **PLANNING AND ZONING COMMITTEE**
  - a. Report – Approval of Petitions
  - b. Ordinance – Amend Zoning Ordinance
  - c. Resolution – Extension of Digital Parcel Map Improvement Contract
11. **PROCLAMATIONS**
  - a. Proclaiming May 17, 2018 as Jefferson County Peace Officers Memorial Day in Jefferson County
12. **APPOINTMENTS BY COUNTY ADMINISTRATOR**
  - a. Blane Poulson to the Blue Spring Lake Management District
  - b. Blane Poulson to the Lower Spring Lake Rehabilitation District
  - c. Appointments to the Board of Health
  - d. Steve Nass to the Land Information Council
  - e. Lee Leverton to the Sheriff's Civil Service Commission
  - f. Appointment to the Veterans' Service Commission

13. **APPOINTMENTS BY COUNTY BOARD CHAIR**

- a. Robert Birmingham, Steve Mode, Edwin Morse, Laura Payne and Dick Schultz to the Historic Sites Preservation Council
- b. Dick Jones, Jim Mode and Amy Rinard to the Economic Development Consortium

14. **PUBLIC COMMENT** (General)

15. **ANNOUNCEMENTS**

16. **ADJOURN**

**NEXT COUNTY BOARD MEETING  
JUNE 12, 2018 – 7:00 P.M. – RM 205**

**Finance Committee Agenda**  
**Jefferson County**  
Jefferson County Courthouse  
311 S. Center Avenue, Room 112  
Jefferson, WI 53549

Date: Thursday, May 10, 2018

Time: 8:30 a.m.

Committee members: Jones, Richard  
Rinard, Amy  
Nelan, Conor

Kutz, Russell  
Jaeckel, George

Note-these are estimated times for agenda items

1. Call to order (8:30 a.m.)
2. Roll call (establish a quorum) (8:30 a.m.)
3. Certification of compliance with the Open Meetings Law (8:30 a.m.)
4. Approval of the agenda (8:30 a.m.)
5. Election of Committee Chair, Vice Chair, and Secretary (8:30 a.m.)
6. Approval of Finance Committee minutes for April 12, 2018 (8:35 a.m.)
7. Communications (8:35 a.m.)
8. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time) (8:35 a.m.)
9. Overview of Open Meetings law (8:35 a.m.)
10. Introduction of policy oversight department heads (8:35 a.m.)
11. Discussion and possible action on out-of-state travel – Human Services Department (8:35 a.m.)
12. Discussion and possible action on elimination of vacant Child Support Specialist position from 2019 budget (8:35 a.m.)
13. Discussion and possible action on making County loans to Drainage Districts (8:40 a.m.)
14. Discussion and possible action on determining disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offers to purchase on foreclosed properties (8:45 a.m.)
15. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on setting minimum bids, selling and considering offers to purchase on tax foreclosed properties and other county owned properties. (9:20 a.m.)
16. Reconvene in open session (9:20 a.m.)
17. Review of the financial statements and department update for February 2018-Finance Department. (9:35 a.m.)
18. Review of the financial statements and department update for February 2018-Treasurer Department. (9:35 a.m.)
19. Review of the financial statements and department update for February 2018-Child Support Department. (9:35 a.m.)
20. Discussion on 2018 projections of budget vs. actual revenues and expenditures. (9:40 a.m.)
21. Update on contingency fund balance (9:40 a.m.)
22. Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities (9:45 a.m.)
23. Set future meeting schedule, next meeting date, and possible agenda items (9:45 a.m.)
24. Review of invoices (9:45 a.m.)
25. Adjourn (10:00 a.m.)

Next scheduled meetings: Thursday June 14, 2018, Regular Meeting  
Thursday July 12, 2018 Regular Meeting  
Thursday August 9, 2018 Regular Meeting  
Thursday September 13, 2018 Regular Meeting

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

## JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Dale Weis, Chair; Janet Sayre Hoeft, Vice-Chair; Don Carroll, Secretary;  
Paul Hynek, First Alternate; Aari Roberts, Second Alternate

**PUBLIC HEARING** *BEGINS AT 1:00 P.M. ON MAY 10, 2018 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE*

**CALL TO ORDER FOR BOARD MEMBERS** *IS AT 11:00 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

**SITE INSPECTION FOR BOARD MEMBERS** *LEAVES AT 11:10 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

1. *Call to Order-Room 203 at 11:00 a.m.*
2. *Roll Call (Establish a Quorum)*
3. *Certification of Compliance with Open Meetings Law*
4. *Approval of the Agenda*
5. *Approval of April 12, 2018 Meeting Minutes*
6. *Communications and Public Comment*
7. *Site Inspections – Beginning at 11:10 a.m. and Leaving from Room 203*  
*V1626-18 – Thomas Wilson/William & Judy Huebner/Lindlland Property, near Hess Ln, Town of Hebron*  
*V1627-18 – John & Beverly Hachtel, W2491 Hanson Rd, Town of Sullivan*
8. *Public Hearing – Beginning at 1:00 p.m. in Room 205*
9. *Explanation of Process by Board of Adjustment Chair*

### NOTICE OF PUBLIC HEARING JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

**NOTICE IS HEREBY GIVEN** that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, May 10, 2018 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Matters to be heard are applications for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; discussion and possible action may occur after public hearing on the following:

**V1626-18 – Thomas Wilson/William & Judy Huebner Property, Lindlland Property:** Variance from Sec. 11.03(d)1 of the Jefferson County Zoning Ordinance to allow access to Lindlland property [PIN 010-0615-2643-000 (40 acres)], a proposed Natural Resource zone, without 66 foot of access and frontage on a public road. The site is **near W2885 Hess Lane** in the Town of Hebron, with access proposed over PIN 010-0615-2644-000 (20.289 Acres).

**V1627-18 – John & Beverly Hachtel:** Variance from Sec. 11.03(d)1 of the Jefferson County Zoning Ordinance to allow access to a proposed Natural Resource zone, PINs 026-0616-3033-000 (39.72 Acres) and 026-0616-3034-000 (40 Acres) over the Dale Hachtel property, PIN 026-0616-3032-000 (39.146 Acres) without 66 foot of access and frontage on a public road. The site is near **W2491 Hanson Road** in the Town of Sullivan.

**10. Discussion and Possible Action on Above Petitions**

**11. Adjourn**

**If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).**

#### **JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT**

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Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so appropriate arrangements can be made.

A digital recording of the meeting will be available in the Zoning Department upon request.

Additional information on Zoning can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

**AGENDA**  
**JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE**  
**SITE INSPECTION MEETING**

*Steve Nass, Don Reese, George Jaeckel, Matt Foelker, Blane Poulson*

**ROOM 203, COUNTY COURTHOUSE**  
**311 S. CENTER AVE., JEFFERSON, WI 53549**  
**8:00 A.M. ON FRIDAY, MAY 11, 2018**

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of the Agenda
5. Election of Committee Chair, Vice Chair and Secretary
6. Overview of Open Meetings Law
7. Introduction of Planning and Zoning Staff Members
8. Public Comment (Not to exceed 15 minutes and not to include petitions slated for decision-members of the public who wish to address the Committee on specific agenda items must register their request at this time)
9. Communications
10. Site Inspections for Petitions to be presented in Public Hearing on May 17, 2018:

**R4056A-18 – St Paul’s Evangelical Lutheran Church:** Rezone PINs 012-0816-0831-001 (5.788 Ac) and 012-0816-0824-001 (3 Ac) to bring into conformance an existing church, school, parsonage and teacherage. The sites are at **W1955, W1956, W1949 and W1969 Gopher Hill Road** in the Town of Ixonia. This is in accordance with Sec. 11.04(f)7 or 11.04(f)2 of the Jefferson County Zoning Ordinance.

**CONDITIONAL USE PERMIT APPLICATION**

**CU1945-18 – St Paul’s Evangelical Lutheran Church:** Conditional use in either a proposed A-2 zone or an R-2 zone to bring into compliance an existing church, school and parsonage, and to allow conversion of the teacherage for a daycare facility. The sites are at **W1955, W1956, W1949 and W1969 Gopher Hill Road** in the Town of Ixonia, on PINs 012-0816-0831-001 (5.788 Ac) and 012-0816-0824-001 (3 Ac). This request is in accordance with Sec. 11.04(f)7 or 11.04(f)2 of the Jefferson County Zoning Ordinance.

**FROM A-1, EXCLUSIVE AGRICULTURAL AND FROM A-3, AGRICULTURAL/RURAL  
RESIDENTIAL TO A-2, AGRICULTURAL AND RURAL BUSINESS**

**R4057A-18 – Ronald C Maas:** Rezone all of PIN 032-0815-2621-000 (16.6 Ac) from A-1 to A-2 and part of PIN 032-0815-2621-002 (1.69 Ac) from A-3 to A-2. The site is on **County Road D** in the Town of Watertown. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.



## CONDITIONAL USE PERMIT APPLICATION

**CU1946-18 – Ronald C Maas:** Conditional use to create a golf farm/golf course in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance near **N8085 and N8073 County Road D**. This is comprised of all of PIN 032-0815-2621-000 (16.6 Ac) and part of 032-0815-2621-002 (1.69 Ac) in the Town of Watertown, in a proposed A-2 zone.

### FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

**R4058A-18 – Sonja Kruesel/Dennis & Pamela Staude Trust Property:** Create two, 2-acre building sites from part of PINs 032-0815-3322-002 (7.15 Ac) and 032-0815-3324-000 (20 Ac) along **Switzke and Emerald Roads** in the Town of Watertown. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

### FROM A-1, EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCES

**R4059A-18 – Thomas Wilson/Lindlland LLC Property:** Rezone 24 acres, a part of PINs 010-0615-2643-000 (40 Ac) and 010-0615-2642-000 (40 Ac) along the Bark River and near **Hess Lane** in the Town of Hebron. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

**R4060A-18 – John & Beverly Hachtel:** Rezone PINs 026-0616-3033-000 (39.72 Ac) and 026-0616-3034 (40 Ac) near **Hanson Road** in the Town of Sullivan. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

## 11. Adjourn

If you have questions regarding the petitions, please contact the Zoning Department at 920-674-7131. Petition files referenced on this agenda may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).

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